

## WELL-BEING QUALITY ASSURANCE CHECKLIST

**Purpose:** The QA checklist will serve to advance the Well-Being initiative at Fort Richardson and focus the collective efforts of the community on attaining the objectives outlined in the Well-Being policy.

**Applicability:** The QA checklist is to be completed by the GC, XO, Well-Being Coordinator, and Well-Being Action Council (WBAC) representatives of the seven constituent groups.

### Rating Criteria:

GREEN (100-80%), AMBER (79-60%), RED (59-0%)

### Questions:

1. Is the WBAC chaired by the GC? (PM source: WBAC minutes)
2. Does the GC or DGC meet on the regularly basis with the Well-Being Coordinator to review/plan WB meetings and other WB activities? (PM source: calendar and notes of meetings).
3. Does the WBAC have an up to date charter that defines responsibilities, membership, and voting? (PM: source: charter doc and WB MOI).
4. Is the linkage between mission and Well-Being reflected in the WBAC membership and issues brought before the council? (PM source: charter, minutes)
5. Are minutes completed and posted within 10 working days for community feedback? (PM source: dates of meetings and signed minutes)
6. Are the agenda and meeting dates of the WBAC distributed/publicized at least five working days in advance? (PM source: marketing files)

7. Are the Well-Being concepts and objectives imbedded in all processes such as budget, construction projects, IMWRF, resource allocation? (PM source: WBAC minutes, attendance by community members of MILCON charettes, changes of resourcing based on corporate assessment, IMWRF projects reviewed by WBAC)
8. Is the WBAC process moving the installation from a stove-piped to a holistic approach? (PM source: WBAC minutes, deployment task force working under WBAC, WBAC as executive agent for other garrison councils' policies)
9. Is the WBAC ensuring programs synchronization? (PM source: minutes, WBAC task forces/work groups minutes, documented changes in processes)
10. Does the WBAC have established time lines for processing and resolution of issues? (PM source: Issue process/resolution timeline sheet and minutes)
11. Does the WBAC meet at least quarterly? (PM source: calendar and minutes)
12. Are WBAC meetings attended by at least 80% of constituent members? (PM source: attendance rosters and minutes)
13. Are the Well-Being philosophy, objectives and structure briefed in newcomers and other critical forums? (PM source: calendar and copies of briefings).
14. Is Well-Being marketed to the Fort Richardson and surrounding military community (Soldiers, retirees, veterans, DoD civilians, and their families)? (PM source: marketing file)
15. Does the installation maintain and use a Community Well-Being MOI or SOP in conjunction with the Army Well-Being Organization and Operations (O&O) Plan dated October 18, 2004? (PM source: MOI/SOP)

16. Does Well-Being have a clearly described issue process/resolution format? (PM source: issue resolution doc)
17. When well-being shortfalls are identified, are steps taken to correct them? (PM source: Minutes)
18. Are ICE issues that cannot be resolved at the manager's level elevated to the directorate level and if not resolved to the WBAC? (PM source: ICE reports and WBAC minutes)
19. Does Well-Being utilize the three-tiered feedback system? (PM source: corporate/functional surveys, ICE, and WBAC minutes)
20. Are corrective action plans, when applicable, developed to respond to the three-tiered feedback results? (PM source: action plans, survey results, minutes)
21. Are the three-tiered feedback results incorporated into other processes such the PMR, CLS, etc.? (PM source: minutes, PMR slides)
22. Does Well-Being have a feedback mechanism in place to keep Fort Richardson and surrounding military community (Soldiers, retirees, veterans, DoD civilians, and their families) informed of the status of issues, WBAC decision, minutes, events surveys results? (PM source: articles, web page, minutes, town hall briefings...)

POC: USAG-AK Well-Being Coordinator at 384-3422

Approved by WBAC 11 October 2005